

~~CONFIDENTIAL~~

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1

PROCEDURE GOVERNING FUNCTIONS OF THE TRANSPORTATION DIVISION

Document No. 19
 No Change in Class. ☒
☐ DECLASSIFIED
 Class. CHANGED ☐ TS S O
 DDA Memo, 4 Apr 77
 Auth. DDA REG. 77/1763
 Date: 03 APR 1978 By:

25X1

A. Travel

(1) Travel and Related Items

- (a) Under the delegation of authority, the Chief and the Assistant Chief of the Transportation Division, Administrative Services Office, will review, authorize and issue travel orders or approve the following.
- (b) The transfer of staff employees from one official station to another and the payment or reimbursement of all expenses incident thereto; including travel and the transportation of household goods, automobiles, (overseas) personal effects and dependents of such employees.
- (c) Temporary duty travel, travel to and from overseas posts by civilian employees and consultants and payment or reimbursement of expenses incident thereto.
- (d) Allowances in the excess of lowest first class rate for the transportation facility used when the lowest first class accommodations are not available, use of a compartment or other accommodations required for the purpose of security, or the use of extra fare trains and airplanes where appropriate and payment of expenses thereto.

(2) Request for Travel Orders

- (a) Requests for travel orders or amendments thereto, other than those issued by Chiefs of Stations and requests of staff agents will be routed to the Transportation Division, Administrative Services Office, as outlined below:
 - (1) Requests for unvouchered ~~for~~ travel orders will be prepared on CIA Form 36-207, "Request for Unvouchered Travel Order", in triplicate and routed to the Transportation Division through covert Personnel Division after the necessary approval.
 - (2) Requests for unvouchered domestic travel orders will be prepared on CIA Form 33-28, "Domestic Travel Order", in quadruplicate (quintuplicate if for military personnel), and routed through the Transportation Division after the necessary approval.
 - (3) Requests for vouchered travel orders (domestic and foreign) will be prepared on CIA Form 34-5, "Request for Travel Order", in duplicate and routed to the Transportation Division for necessary approval.

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

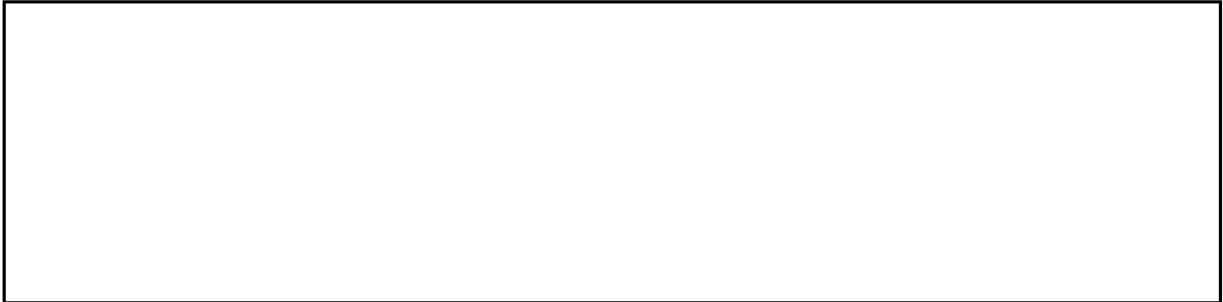
- (b) Requests for monthly or annual blanket travel orders for employees engaged in repeated official trips will in each case be approved by the Chief, or Deputy Chief, Administrative Services Office.
- (3) Type of Funds to be used for Travel Expenses and Allowances
 - (a) Travel expenses will be paid for staff employees in the amount permitted by Public Law 600-79th Congress, Public Law 830 - 92- 81st Congress, regulations issued thereunder, the Standardized Government Travel Regulations, Agency Regulations and the Foreign Service Regulations.
 - (1) Travel expenses of staff employees and individuals employed in or assigned to covert offices and the cost of transportation of their dependents, household goods and personal effects will be paid from Confidential Funds in accordance with the "Confidential Funds Regulations.
 - (2) Employees of overt offices of the Agency who are paid from "Vouchered Funds", generally travel on "Vouchered Funds", however employees of overt offices of the Agency may be authorized to travel on "Confidential Funds" and be reimbursed therefrom upon the specific request of the Assistant Director or Staff Chief or their designee. All individuals of overt offices whose salaries are paid from unvouchered funds will be reimbursed for travel expenses from unvouchered funds when properly authorized.
 - (b) No candidate or applicant for staff employment by CIA will be invited to travel to Washington at government expense for assessment or review without the prior written approval of the Personnel Director or his designee.

(4)

Per Diem

- (a) Staff employees hired in the United States from outside the metropolitan area of Washington, may be authorized in the order directing travel per diem allowance while in training in Washington, provided it is established in the request for travel order approved by the Personnel Director or his designee, and the appropriate Assistant Director or Staff Chief, or his designee that the individual was employed for duty abroad with the intent that he report to an overseas station immediately *after* necessary training in Washington. Travel orders directing the payment of per diem in such cases will be limited in each instance to a period of 90 days at which time they may be reviewed and amended if appropriate, to cover an additional period of 90 days. Amended travel orders approving per diem beyond 180 days authorized by the Assistant Director concerned, will in each case be approved by the Chief, or Deputy Chief, Administrative Services Office.

- (b) Per diem rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the official travel expenses.



25X1A6A

- (d) Per diem payable to an employee and his immediate family incidental to travel abroad on permanent change of station, home leave or travel to first post of duty and return therefrom shall be in accordance with applicable provisions of the Regulations.

25X1

- (e) Maximum per diem payable for travel beyond the limits of the continental United States while on temporary duty will be in accordance with the Standardized Government Travel Regulations as amended for those areas concerned.

(5) Arrangements prior to Overseas Travel

The Transportation Division is the only facility authorized to procure bookings, reservations, tickets, etc., for employees traveling to overseas destinations. The Transportation Division will normally effect all necessary travel arrangements for employees upon the request of the Division or Staff concerned.

(a) Purchase of tickets

Round trip and through tickets must be purchased where there is a saving. If excess costs are incurred due to the use of point-to-point or one-way tickets, the traveler will be required to pay the excess costs.

(b) Mode of Travel

When travel authorization permits more than one mode of transportation, the mode selected by the traveler when he starts his trip (if same mode is available for entire trip) is the mode of transportation that will be used for the comparative cost statement and computation of all allowed travel time if another mode of transportation is used on the return trip. Such a change in the mode of transportation, i. e., to destination by air--return by rail, will be allowed only if so stated in the travel order.

It must be satisfactorily explained in the request for authorization. When the mode of transportation is voluntarily changed without approval, any excess cost will be charged to the traveler and excess travel time charged to leave. If for reasons beyond the traveler's control (such as weather, no reservations available, etc.) he is unable to utilize the return portion of the ticket or is required to change the mode of transportation, a complete statement of the facts must be included in the travel account.

(c)

Physical

If a complete physical examination has been made within six months a short modified examination will be sufficient; otherwise a complete physical examination is required. An additional physical exam within 48 hours prior to departure to insure freedom from communicable diseases is required. Necessary immunizations for the areas to be visited must be completed

25X1X8

(d) Any person who has a reserve status or is registered under the Selective Service Act, must obtain permission to leave the country.

(e) Travel Arrangements

The Transportation Division will arrange travel accommodations, hotel reservations, shipment of household effects and automobiles, passports visas, obtain required TGA in occupied zones, issue Government requests for transportation for vouchered travel

25X1X8

(6) Transportation of Household Goods, Personal Effects and Privately Owned Automobile.

(a) Shipment at Government Expense

Shipment of effects may commence on or after the date of authorization for travel. The Agency will not assume cost of transporting effects if such shipment is not initiated within one year from the date of completion of the individual's travel.

(b) Foreign Shipment

Existing legislation authorizes the payment of transportation expenses and other expenses incident thereto for the movement of household goods, personal effects and privately owned automobiles in connection with change of official duty station and to first duty station overseas of new appointees, within certain weight limitations.

~~CONFIDENTIAL~~

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A6A

25X1A6A

- (d) Storage of household goods and personal effects
 - (1) The cost of storing household goods and personal effects of an officer or employee of the Agency on first arrival at a port for a period not in excess of three months after such first arrival at such post or until the establishment of residence quarters, whichever shall be shorter.
 - (2) Shipping restrictions of household goods and personal effects of employees assigned to Agency regulations limits the weight allowance of household goods and personal effects to 3,000 pounds, and authorizes the storage of the employees remaining household goods and personal effects (within the weight limitations prescribed by regulations) in the United States, during the period which the restrictions remain in force.
- (e) Shipment of privately owned automobile.
Determination that an employee's privately owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile overseas unless subsequently authorized by the office head concerned.
- (f) Unaccompanied baggage allowance.
Unaccompanied baggage is defined as baggage containing personal items needed immediately upon arrival at a station and must be indicated in the request for travel in addition to the regular weight allowance. It can be requested for any permanent change of station or home leave. Unaccompanied baggage allowance is 300 lbs per individual. Of the 300 pounds, 100 pounds may be shipped by air freight or air express. The remaining 200 pounds will be shipped by freight or Railway Express.
- (g) Return of personal effects, household goods and automobile.
 - (1) When an individual is ordered back to the United States for reassignment, the return shipments are to be addressed to the individual's forwarding address (name of individual, street address and city), c/o U. S. Despatch Agent. If the individual has no forwarding address, he will indicate that material is to be placed in storage and give the address of place of storage. In the event that the individual does not

know the name and address of a storage company at his destination, he should so inform the Transportation Division, and the Transportation Division will notify the U. S. Despatch Agent where the shipment is to be stored on arrival.

(2)

The Transportation Division must be advised prior to the date of shipment when personal effects are to be shipped so that the Transportation Division may confirm the shipment to the U. S. Despatch Agent. This notification should include the approximate date of shipment, name of ship if possible and any other pertinent details.

- (3) All personal effects must be listed in the customs declaration filed by the individual whether such effects accompany him on the same carrier or follow at a later date. Failure to do so may make it necessary for the individual to pay custom charges and will result in delay in receipt of the material. Custom duties on personal effects must be borne by the employee. Detail information on customs procedures will be furnished by the Transportation Division upon request.

(h) Shipment to field installations.

25X1C9D

- (2) Guarding against security risks to the extent possible within the assigned functions of the Transportation Division.
- (3) Arranging for physical handling of cargoes, notifying Headquarters and the field concerning shipments.
- (i) Transportation and storage expenses of partial quantities of household goods and personal effects of employees shipped from disturbed areas.
- (1) When the Chief of Station concerned certifies as to the existence of disturbed conditions in his area, then the transportation and storage expenses of partial quantities of household goods and personal effects of employees shipped from disturbed areas to the United States will be paid at Government expense when authorized or approved by Chief, Administrative Services, Deputy Chief, Administrative Services, Chief, Transportation Division, or Assistant Chief, Transportation Division.
- (2) The costs payable at Government expense shall include:
- a. Packing, unpacking, and necessary incidental cartage.

CENTRAL INTELLIGENCE AGENCY REGULATIONS

NUMBER

- b. Transportation expenses not to exceed cost of authorized weight allowance from disturbed areas to port of debarkation if for storage purposes, otherwise to actual place of residence or some other point selected by him provided that the cost to the Government shall not exceed the cost of shipment from the disturbed area to his actual residence. Effects may be shipped via freight by any available common carrier other than air, (unless specifically authorized); or if no other common carrier is available, shipment by any available means. The weight of any effects shipped will be deducted from the authorized weight allowance.
 - c. Cost of storing the effects during the period of the disturbed condition, provided:
 1. Effects are shipped to nearest port of debarkation for storage. In the event that effects are shipped to more distant places for storage, the cost of storage may be paid but the additional transportation expenses will be borne by the individual.
 - (2) Effects are stored only for the period of disturbed conditions for the individual involved, plus an additional reasonable period, not in excess of 90 days, for starting movement of the effects. In the event that the disturbed condition ceases to exist for the employee (his return to the States or the area disturbed conditions removed) effects will be removed from Storage within 90 days or the expenses of storage will become the individual's responsibility.
 - (3) Weight of effects stored will not exceed the authorized weight allowance. Any costs for effects stored, which exceed the weight limitations will be borne by the individual.
 - (3) The return shipments are to be addressed to the individual's forwarding address or address of place of storage, c/o U. S. Despatch Agent. The Transportation Division must be advised prior to the date of shipment when partial quantities of personal effects are to be shipped so that the Transportation Division may confirm the shipment to the U. S. Despatch Agent. This notification should include the approximate date of shipment, name of ship, if possible, and any other pertinent details.
- (7) Motor Pool

(a)

25X1

- (1) Government motor vehicles are to be used by personnel of this Agency for official purposes only.
- (2) Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government owned vehicle for other than official purposes.

(b) Purpose of the Motor Pool

The Motor Pool provides transportation for personnel on official business. Generally such service is available only to destinations not served by the shuttle service. To make such arrangements call the Motor Pool on extension

25X1

(c) Waiting time and stops.

Chauffeurs will not wait for passengers longer than 15 minutes unless prior arrangements are made with the Dispatcher. A chauffeur is not allowed to make stops not given him by the Dispatcher.

(d) Shuttle Service during normal working hours.

The shuttle service must be used for destinations on its route. A schedule of shuttle service during normal working hours is posted in most offices of the Agency.

(e) After working hours.

Transportation may be obtained for official business after normal working hours, on weekends and holidays. Since such service is considerably curtailed, it is suggested that requests for transportation be made well in advance. Requests for such service must be routed through the CIA Duty Officer on extension

25X1

(f) Night Shuttle Service

For the convenience of female employees working overtime and departing from their offices after the rush hour transportation service has been discontinued, Motor Pool service is available for transportation to the nearest public bus or street car line or to any point on Pennsylvania Avenue, N. W. between 15th Street and 10th Street. Requests for this Motor Pool service should be routed through the Night Duty Officer. (Extension)

25X1

(g) Assignment of vehicles

Assignment of passenger vehicles to individuals and activities will be made only upon the written request of an office head and approved by the Deputy Director (Administration). It is the policy of the Agency to keep such assignments to a minimum.

CENTRAL INTELLIGENCE AGENCY REGULATIONS

NUMBER

(h) CIA Driver's Licenses

No employee of the Agency stationed in Washington will be permitted to operate an Agency automobile without a CIA Driver's Permit. Permits may be obtained by submitting a memorandum to Chief, Administrative Services Office, justifying the need for the permit.

(i) Operation of Trucks

Trucks and trailers will be operated by the Transportation Division for the delivery of supplies and equipment to the various Agency offices in the Washington area and for such

25X1A6A

25X1X8